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ISS

29 November 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 47  
22 - 26 November 1971

1. Requests for information on external training included:

- a. "Small Purchases," "Economic Order Quantity Techniques," "Inventory Control of Supplies and Materials," and "Space Planning and Office Layout," given by GSA - OL.
- b. "Systematic Approach to Training," University of Michigan - Chief, CTP.
- c. "Leadership Development Workshops," - ORD.

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2. [ ] called the local colleges for registration dates and dates that classes begin for the spring semester. The information will be used for the OTR Special Bulletin announcing the next composite tuition advance.

3. Xerox copies of course descriptions for air conditioning courses given by the Army, Navy, Air Force, Marine Corps, and York Institute of Air Conditioning and Refrigeration were sent to the OL Training Officer. He will let us know which courses OL is interested in using (since the GSA courses are no longer available) and ask us to get the schedules.

4. Chief, ISS received a call from Presson Scott Shane, Professor of Engineering Administration, George Washington University, who is looking for students. Professor Shane wanted to visit CIA and talk about the courses in engineering management being offered at GWU. I asked [ ], ORD, 25X1A9a

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to call Professor Shane. Mr. [ ] conferred with Ray [ ] DD/S&T, before calling Shane. [ ] and I will discuss his requirements for this type of training this week.

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5. Administrative briefings were given this week to two Agency employees enrolled in Civil Service Commission Seminars during the period 28 November - 10 December.

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[ ] CRS, will attend the "Management of Organizations," in Oak Ridge, Tennessee. [ ] OF, departs for Kings Point, New York to participate in the "Federal Program Management Seminar."

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7. [ ] GS-16, OGC, has been enrolled in an Institute for Legal Counsels which will be conducted by the Civil Service Commission, 1-4 December 1971, in Williamsburg, Virginia. The invitation for CIA to participate was included in a letter from Anthony L. Mondello, General Counsel, CSC, to Mr. Lawrence Houston.

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9. [ ] wants to express his thanks to all his friends for the many kindnesses during his hospitalization and recuperation.



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Chief  
Instructional Support Staff

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